

# Provincial Events – Guide

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Kevin Turner Sept 2015

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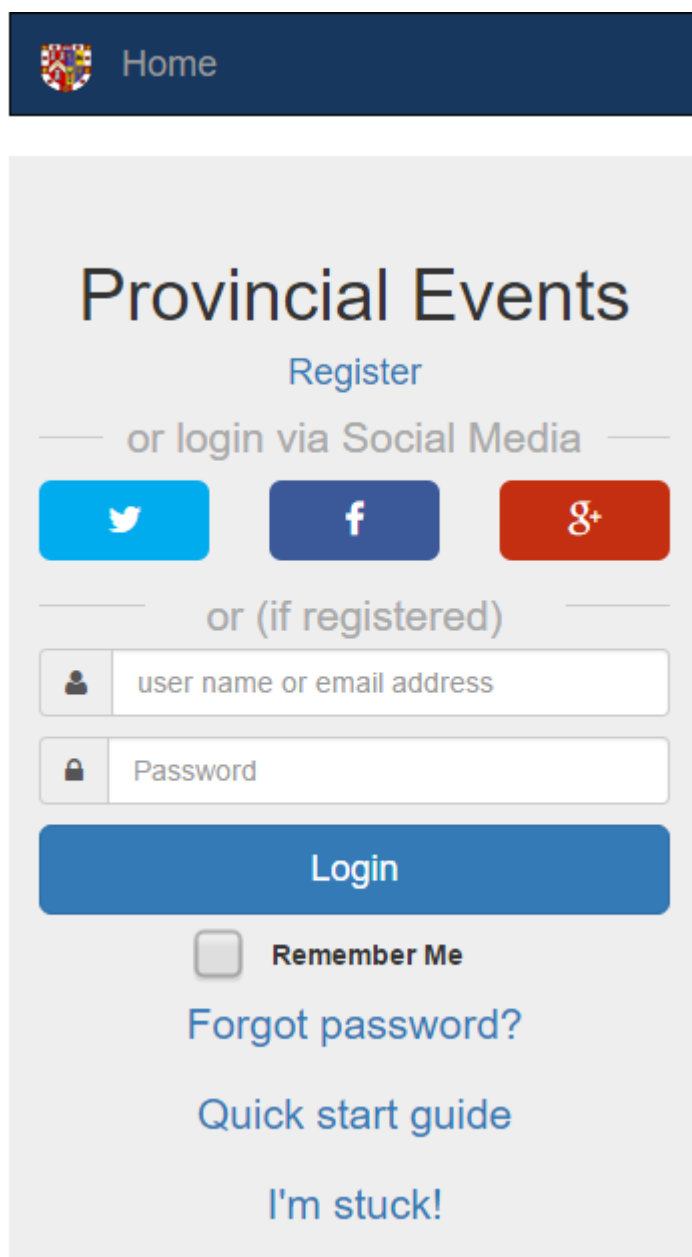
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## Registration

Before using the system you must register your details on the system. It can be accessed on your PC, Mac, tablet or smart phone by going to this address in a browser: <http://squareevents.org>

The screenshots here are from an iPhone 6.


The following screen will be displayed:



The screenshot shows the 'Provincial Events' mobile application interface. At the top is a dark blue header with a crest icon and the word 'Home'. Below this is a light gray box containing the title 'Provincial Events' in large black font. Underneath the title is a blue 'Register' link, followed by the text 'or login via Social Media' flanked by horizontal lines. There are three social media login buttons: a blue Twitter button, a dark blue Facebook button, and a red Google+ button. Below these is the text 'or (if registered)' flanked by horizontal lines. This is followed by two input fields: the first has a person icon and the placeholder text 'user name or email address'; the second has a lock icon and the placeholder text 'Password'. A large blue 'Login' button is positioned below the input fields. Under the 'Login' button is a checkbox labeled 'Remember Me'. At the bottom of the gray box are three blue links: 'Forgot password?', 'Quick start guide', and 'I'm stuck!'.

If you use Social Media regularly, you may find it convenient to register with your Twitter, Facebook or Google account simply by clicking the relevant button and following the instructions. This is known as using a “Social Media passport” Alternatively you can register manually by clicking “**Register**”.

The following screen is then shown. You must complete all the fields whose label is flagged with an asterisk. Some fields will be already filled in if you have used a Social Media passport.

 Home

## Create an account

Items marked with \* are mandatory

\* **Full name**

\* **User name (for logging in)**

\* **Surname**

\* **First name**

**Contact number**

\* **Lodge name**

\* **Lodge number**

**Rank**

**Dietary requirements**

\* **Email address**

**Re-enter your email address**

\* **Choose a password**

**Re-enter your password**

Create Account

The user name and password field(s) are only shown if you are signing up manually (as opposed to using your Social Media passport). When all the required fields are complete, you can click or tap the “Create Account” button. Assuming no errors occur, you will then be logged in.

Subsequent access to the system can be obtained by clicking the same social media button that you used to register or, if you signed up manually, by using the user name and password you specified at the time. Non-Social Media users may also use the “Remember me” option to prevent having to key your details in each time.

### Administrators

Administrators have more functions than ordinary users, such as the ability to edit users, create and administer events, download bookings and manually add bookings to events. If you think you require administrative rights, please email an existing administrator and provide the details you registered with (email address will suffice).

## Booking in

The home screen is presented when you first log in. You can also access it by clicking/tapping the “Book in” text in the top left hand corner. Clicking the provincial logo will take you to the provincial web site. On this screen you will see a list of events that are available.



Tap an event to book in

### South Central Area Dine-A-Friend

Tue, Sep 29, 2015 at 18:35:00

Brook House Masonic Centre, Brook  
Lane, Botley SO30 2ER

Contact: Sean Jordan

### Provincial VO Mess

Fri, Oct 30, 2015 at 18:30:00

Novatel Hotel, West Quay Road,  
Southampton, Hampshire SO15 1RA

Contact: Sean Jordan

### Provincial AGM



Thu, Jul 07, 2016 at 17:00:00

Novatel Hotel, West Quay Road,  
Southampton, Hampshire SO15 1RA

Contact: Kevin Turner

Simply tap or click an event to book in. The following screen is displayed:

## Provincial Events

 Book In 

### Booking for Provincial VO Mess

Fri, Oct 30, 2015 at 18:30:00

Novatel Hotel, West Quay Road, Southampton,  
Hampshire SO15 1RA

Price per place: £19.47

Places remaining: 249

Organiser: Sean Jordan (seanjordan2010@live.com)

**HINT: CHECK YOUR EMAIL  
SPAM FOLDER!**

Items marked with \* are mandatory

**Cost**

e.g. 20.00

**Amount paid**

e.g. 20.00

☐ Fully paid?

**\* Full name**

Kevin Turner

**\* Surname**

Turner (Google)

Kevin

**\* Lodge name**

Hamton

**\* Lodge number**

7083

**Rank**

PPDepGDC

**Dietary requirements**

e.g. Vegetarian

**\* Email address**

kevin.p.turner@googlemail.com

**Re-enter your email address**

kevin.p.turner@googlemail.com

**Any additional info**

additional info

**\* Places**

1

**Book now**

Simply fill in your details (some will filled in automatically) and click “Book now”.

Pay careful attention to the HINT. ***You will receive email confirmation of your booking with details on how to pay, and when you have to pay by.*** If you cannot find the email, check your email Spam/Junk folder, and whitelist the email address for the future.

If you need to book other people in as well as yourself, change the “Places” field to match the number of people required. Some events, like “Dine-a-friend”, will require you to enter a minimum of two people.

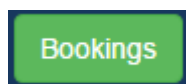
## Managing your bookings

On small screens there is a menu button in the top right hand corner:



On bigger screens the menu is already visible.

This toggles the menu (visible/invisible) and from here you can see the options that are available to you. Click on



And you will get a list of your bookings:



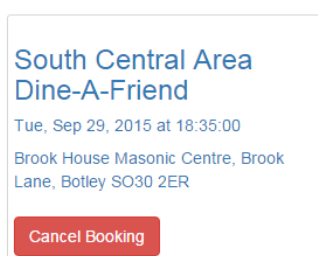
### My Bookings

filter (hint: 'paid'/'unpaid'/'late' will work)

Filter bookings

Download bookings

Tap a booking to edit



Here I only have one booking, but you may have several. You can narrow down the list by keying in filter information (event name, venue etc) or by using special values like “paid” for a list of events you have paid for, “unpaid” for the reverse, “late” for events you are late in paying for.

You can edit your booking by clicking/tapping on it.

You can cancel your booking by clicking “Cancel Booking”.

**NOTE: Unless you are an administrator, you cannot change or cancel bookings that have been flagged as paid.**

The “Download bookings” button will export your bookings (filtered if applicable) into a CSV file that can be loading into MS Excel or used for something like Perfect Table Plan.

## Managing your profile

On small screens there is a menu button in the top right hand corner:



On bigger screens the menu is already visible.

This toggles the menu (visible/invisible) and from here you can see the options that are available to you. Click on

Profile

This will take you to the same page that you saw when you registered. Here you can edit and save your profile details (i.e. you registered information).

## Administering events

*This option is only available to administrators.*

On small screens there is a menu button in the top right hand corner:



On bigger screens the menu is already visible.

This toggles the menu (visible/invisible) and from here you can see the options that are available to you. Click on



You will get a list of existing events that you can filter, create, copy, change or delete.

You can also view all the bookings associated with an event, and edit/download those.



### Event Maintenance

key text to filter events

Filter events

Create an event

Tap an event to edit it

#### Provincial AGM

Thu, Jul 07, 2016 at 17:00:00

Copy

Delete

Bookings

#### Provincial VO Mess

Fri, Oct 30, 2015 at 18:30:00

Copy

Delete

Bookings

#### South Central Area Dine-A-Friend

Tue, Sep 29, 2015 at 18:35:00


Copy

Delete

Bookings



The event maintenance page looks like this:


Book In

## Event - Edit

Items marked with \* are mandatory

☒ **Open for bookings?**

**\* Full name**

**\* Organiser**  


Only users flagged as "Organisers" are available.

**\* Code (for payment)**  


A unique payment reference is generated from this.

**\* Venue**

**\* Date**

**\* Time**

**\* Price**

10

**\* Minimum number of places per booking**  


Usually this will be 1, but (for example) Dine-a-Friend may be 2.

**\* Maximum number of places per booking**  


Maximum number of people one person can book in

**\* Capacity**  


Not the total capacity, but the total you wish to make available for online booking

**Blurb**

**Menu**

**Dress code**

**Dress code**

Masonic Suit for Masons. Lounge suit for guests

**\* Closing date for bookings**

18/09/2015

**Payment details**

Pay by BACS using the reference provided

**Grace period for payment (days)**

14

After booking, this is the number of days the person has to make payment before being classed as late.

Save Details

## Administering users

*This option is only available to administrators.*

On small screens there is a menu button in the top right hand corner:



On bigger screens the menu is already visible.

This toggles the menu (visible/invisible) and from here you can see the options that are available to you. Click on

Users

You will then get a list of the users that you can filter, edit or delete.

 Book In 

## User Maintenance

Filter users

Tap a user to edit



- Aspinell, Charles**  
Lodge: Royal Gloucester 7083

Delete
- Bayliss, Chris**  
Lodge: Fareham 8582

Delete
- Jordan, Sean**  
Lodge: Royal Gloucester 7083

Delete
- Milner, Frank**  
Lodge: Fareham 7116

The user maintenance screen is similar to the profile maintenance screen, but has some extra fields that only administrators can see:

 Book In 

### User - Edit

Items marked with \* are mandatory

☒ **System administrator?**

This user is an administrator

☒ **Event organiser?**

This user is an organiser of events

**\* Full name**

**\* Surname**

## Email example

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**From:** Events Management [mailto:noreply@squareevents.org]  
**Sent:** 02 September 2015 18:44  
**To:** kevin.p.turner@googlemail.com  
**Cc:** Kevin Turner  
**Subject:** Event booking confirmation

Dear Kevin Turner,

This is a courtesy email to confirm your booking has been cancelled:

Booking ref: **AGM16/22**  
Event: Provincial AGM  
On: Thu Jul 07 2016 at 17:00:00  
At: Novatel Hotel, West Quay Road, Southampton, Hampshire SO15 1RA  
Organiser: Kevin Turner ([kevin.turner@coraltreesystems.com](mailto:kevin.turner@coraltreesystems.com))  
Info: It is the Provincial AGM!  
Menu: Sausage & Mash and lashings of ginger beer  
Dress code: Speedos and flipflops for Grand Officers

**Your details:**

Lodge: Hamtun  
Lodge no: 7083  
Rank: PPDepGDC  
Dietary reqs:  
Email address: [kevin.p.turner@googlemail.com](mailto:kevin.p.turner@googlemail.com)  
Additional info:  
Places: 1  
Payment deadline: N/A

**Additional places**

Payment details: **Pay up!**

Yours S&F,  
Provincial Events

*Do not reply to this email. The recipient is not a human!*

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